

COBB COUNTY SCHOOL DISTRICT  
PROCUREMENT SERVICES  
MARIETTA, GEORGIA  
SPECIAL TERMS AND CONDITIONS

### 3.3 Minimum Requirements/Specification

For evaluation and consideration, the proposed solution **MUST** meet the following minimum criteria:

Item	Description	Will Comply
1	Solution must be based on a private, secure IP network	
2	Solution must have the option to provide IP QOS end-to-end across the WAN	
3	Solution must have the option to maintain separate VLAN capabilities end-to-end across the WAN	
4	Solution must be available to end-users 99.5% during scheduled service windows <i>as defined in the SLAs</i>	
5	Solution must be scalable by location ( <i>Special Terms &amp; Conditions 3.1.2</i> )	
6	Solution must meet the requirements for on-going E-Rate Priority One funding; vendor must provide their USAC Service Provider Identification Number ( <b>SPIN</b> )	
7	Solution must describe in detail the management, reporting and enforcement of the defined SLAs ( <i>Special Terms &amp; Conditions 3.1.8</i> )	
8	Support services must be provided 24/7/365 and meet defined SLAs	
9	Project management must include a detailed project plan (MS Project preferred) based on a service start date of July 1, 2008. ( <i>Special Terms &amp; Conditions 3.2</i> )	

### 3.4 Warranty Requirements

Vendor shall provide detailed warranty information for all components required to provide the services solution.

### 3.5 Delivery/Installation Requirements

Delivery/installation of all components required to provide the services solution must be completed to meet the service start date of July 01, 2008.

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- Manage the overall project
  - Order, install, configure and test hardware, software and circuits required to provide services to each CCSD location
  - During transition, manage and maintain the CCSD WAN to meet availability and QOS requirements
  - Conduct a knowledge transfer, including formal training, with complete product and project documentation for the CCSD Network Operations organizations
- 3.1.8 The vendor on-going support and WAN management responsibilities will include, but are not limited to:
- Provide 99.5% network availability and end-to-end QOS to the end users
    - Define methodology for calculating and reporting 99.5% availability
    - Define methodology for reporting the impact of network outages, regardless of severity of the outage
    - Define methodology for reporting QOS
  - Define and document the SLAs, with the timeframe and degree of phased implementation to meet the SLAs
    - Definition of "Major Outage" and restoration of services criteria
    - Definition of "Degradation of Network Performance" and restoration of services criteria
    - Definition of "Request for Information" and response criteria
    - Definition of "New feature Request" and response criteria
    - Define vendor billing adjustments for failure to meet SLAs
  - Provide plans for on-going support and management of the SLAs
    - Define WAN monitoring and management "tool set"
    - Define process for reporting and resolution of network outages, and their impact on the SLAs
    - Define the trouble reporting mechanism for entering service requests and priority
    - Define the support structure; i.e. 1<sup>st</sup>, 2<sup>nd</sup> ... level support, including on-site support
    - Define the problem escalation process

### 3.2 Time line for Project

- 3.2.1 The implementation plan must include a detailed project plan (MS Project preferred) that describes the roles, responsibilities, staffing plan and schedules for each task as assigned to the vendor or CCSD.
- 3.2.2 The project plan should be based on a service start date of July 1, 2008.
- 3.2.3 The project plan should include regularly scheduled status reviews and appropriate Cobb County Board of Education Meetings.

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4.0 CCSD Insurance Requirements

Commercial General liability with limits of at least \$1,000,000 single and \$2,000,000 aggregate. Coverage must include products and completed operations with reporting of claims on occurrence basis.

Commercial Auto Liability with limits of at least \$1,000,000.

Umbrella Coverage in excess of GL and Auto of at least \$3,000,000

Comprehensive Crime/Fidelity Bond with 3rd party coverage of at least \$50,000

Statutory Workers' Compensation X Yes

Employer's Liability of at least \$100,000

Cobb County School District must be named as an additional insured on all applicable policies. The insurance carriers should be licensed to do business in the state of Georgia. The carriers must have an AM Best rating of A- or higher.

**Please Note:**

- Signing of Contract Agreement signifies that Vendor complies with insurance requirements as specified.
- Proof of Insurance is not required with submission of proposal, but must be available upon request (including during the evaluation process) CCSD will require proof of insurance before issuance of Award Letter/Contract.
- Vendor may choose to include proof of insurance with submission of proposal in order to expedite the evaluation process and issuance of award to the successful bidder.
- After notification of pending award, a vendor not including proof of insurance with their proposal will be given not more than 5 (five) business days (including day of notification) to provide proof or the proposal will be deemed non-responsive.



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**5.0 Calendar of Events, Tentative and subject to change.**

Event	Location	Time	Date
RFP Released	Posted to CCSD Current Solicitations website		09/24/2007
Pre-proposal Meeting	514 Glover St., Board Room	10:30 A.M.	09/28/2007
Vendors to Submit Questions	Email: <a href="mailto:ginny.martin@cobbk12.org">ginny.martin@cobbk12.org</a>		10/08/2007
Questions posted to CCSD Current Solicitations Website	<a href="http://www.cobb.k12.ga.us/Departments/BS/BSPurchasing/Current%20Bids%20and%20RFPs.htm">http://www.cobb.k12.ga.us/Departments/BS/BSPurchasing/Current%20Bids%20and%20RFPs.htm</a>		10/11/2007
Proposal Due to CCSD (original and 8 copies)	Procurement Services Dept. Attn: Ginny Martin 6975 Cobb International Blvd. Kennesaw, GA 30152	3:00 p.m.	10/22/2007
Proposal Evaluations Begin			10/23/2007
Board Approval/Award			12/13/2007
Service Start Date			07/01/2008

**6.0** Are there any value-added items/services the CCSD either qualifies for as a result of this proposal or can participate in?

Please list below \_\_\_\_\_

**7.0 PROPOSAL EVALUATION**

**7.1 Organization and Completeness of Proposal**

Proposal must provide straightforward, concise proof of offeror's capabilities to satisfy RFP requirements. For ease of review, responses must be organized in the exact same order as the RFP or as stipulated in the RFP. Each section should be labeled and any additional documents provided by the vendor must reference the appropriate section of the RFP. All requested information must be included and all forms completed in entirety. (All spaces must be completed on all requested documentation.) Any proposals that do not include all required information may be considered non-responsive and disqualified.

**7.2 Evaluation Procedures – Review of Proposals**

A committee comprised of representatives from Technology Services and Procurement Services will evaluate the proposal responses on the basis of qualifications, relevant experience, responsiveness of proposers, as well as the estimated cost of the engagement. Cost will not be the sole determining factor in the award.

# CCSD, RFP 01-08, Attachment F

## Cost Proposal Form - Option #2 (5YEAR/FIRM/FIXED PRICE)

The following is a list of current CCSD service sites. Should additional sites be added during the Contract period, pricing for those sites shall existing sites.

Bandwidth Options - If needed, include  
additional Cost Proposal Forms for more  
Bandwidth Options

Site Name	Bandwidth Option____ (Monthly)	Bandwidth Option____ (Monthly)	Bandwidth Option____ (Monthly)	Backup/ Redundancy Service (Monthly)	Monitoring (monthly)	Maintenance (monthly)	Additional Costs (Please provide description in Comments field)
TLS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Annual Totals Per Service Item	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

### E-Rate Ineligible Programs/Locations

Pre-K(Head Start) Program (all locations)

Adult Education Center

#### NOTES:

Please provide pricing for each bandwidth offering noted for each site, be sure to include all pricing elements indicated per site, per month as well as any additional costs associated with the service. For additional costs, please provide a brief explanation in the 'Comments' column.

All Pricing must include all labor, materials and equipment, applicable taxes, shipping, and miscellaneous charges that are necessary to provide Cobb County School District with a complete solution to all sites listed above and in Attachment A

Where items ARE NOT eligible for E-Rate discounts, these items should be placed on a SEPARATE price quotation sheet, explicitly labeled "E-Rate Ineligible Items"



### Cost Proposal Form - Option #2 (5YEAR/FIRM/FIXED PRICE)

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Site Name	Bandwidth Option____ (Monthly)	Bandwidth Option____ (Monthly)	Bandwidth Option____ (Monthly)	Backup/ Redundancy Service (Monthly)	Monitoring (monthly)	Maintenance (monthly)	Additional Costs (Please provide description in Comments field)
Riverside Primary (K-2) Elementary							
R Mount Elementary							
Russell Elementary							
Sanders Intermediate (3-5) Elementary							
Sanders Primary (K-2) Elementary							
Sedalia Park Elementary							
Shallowford Falls Elementary							
Simpson Middle							
Sky View Elementary							
Smitha Middle							
Sope Creek Elementary							
South Cobb High							
Sprayberry High							
Still Elementary							
Tapp Middle							
Teasley Elementary							
Timber Ridge Elementary							
T Transportation/Fleet Maintenance							
T Elementary							
Varner Elementary							
Vaughan Elementary							
Walton High							
Wheeler High							
COBBCOSCHOOLHOST1							
COBBCOSCHOOLHOST2							
COBBCOSCHOOLHOST3							
COBBCOSCHOOLHOST4							
COBBCOSCHOOLHOST5							
KWHSEHOST1							
KWHSEHOST2							
KWHSEHOST3							
KWHSEHOST4							

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Bandwidth Options - If needed, include additional Cost Proposal Forms for more Bandwidth Options

Site Name	Bandwidth Option____ (Monthly)	Bandwidth Option____ (Monthly)	Bandwidth Option____ (Monthly)	Backup/ Redundancy Service (Monthly)	Monitoring (monthly)	Maintenance (monthly)	Additional Costs (Please provide description in Comments field)
Kennesaw Warehouse							
K...d Elementary							
King Springs Elementary							
LaBelle Elementary							
Lassiter High							
Lewis Elementary							
Lindley Middle							
Lost Mountain Middle							
Mableton Elementary							
Mabry Middle							
Maintenance							
Martha J Moore							
McCleskey Middle							
McEachern High							
Milford Elementary							
Mount Bethel Elementary							
Mountain View Elementary							
M...ck Elementary							
Nicholson Elementary							
Nickajack Elementary							
North Cobb High							
Norton Park Elementary							
Oakwood Open Campus							
Osborne High							
Palmer Middle							
Pebblebrook High							
Pine Mountain Middle							
Pitner Elementary							
Pope High							
Powder Springs Elementary							
Powers Ferry Elementary							
Riverside Intermediate (3-5) Elementary							



# CCSD, RFP 01-08, Attachment F

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Bandwidth Options - If needed, include additional Cost Proposal Forms for more Bandwidth Options

Site Name	Bandwidth Option____ (Monthly)	Bandwidth Option____ (Monthly)	Bandwidth Option____ (Monthly)	Backup/ Redundancy Service (Monthly)	Monitoring (monthly)	Maintenance (monthly)	Additional Costs (Please provide description in Comments field)
Claw Elementary							
Cotton Elementary							
Cooper Middle							
Daniell Middle							
Davis Elementary							
Dickerson Middle							
Dodgen Middle							
Dowell Elementary							
Due West Elementary							
Durham Middle							
East Cobb Middle							
East Side Elementary							
Eastvalley Elementary							
Fair Oaks Elementary							
Floyd Middle							
Ford Elementary							
Frey Elementary							
C...t Middle							
Garrison Mill Elementary							
Green Acres Elementary							
Griffin Middle							
Harmony Leland Elementary							
Harrison High							
Hawthorne Center							
Hayes Elementary							
Hightower Trail Middle							
Hollydale Elementary							
Keheley Elementary							
Kell High							
Kemp Elementary							
Kennesaw Elementary							
Kennesaw Mountain High							



# CCSD, RFP 01-08, Attachment F

## Cost Proposal Form - Option #2 (5YEAR/FIRM/FIXED PRICE)

The following is a list of current CCSD service sites. Should additional sites be added during the Contract period, pricing for those sites shall exist for existing sites.

Bandwidth Options - If needed, include additional Cost Proposal Forms for more Bandwidth Options

Site Name	Bandwidth Option____ (Monthly)	Bandwidth Option____ (Monthly)	Bandwidth Option____ (Monthly)	Backup/ Redundancy Service (Monthly)	Monitoring (monthly)	Maintenance (monthly)	Additional Costs (Please provide description in Comments field)
440 Glover - Central Office Annex							
5 Glover - Central Office Annex							
CCSD South Maintenance Annex							
Acworth Elementary							
Addison Elementary							
Adult Education Center							
Argyle Elementary							
Austell Intermediate(3-5) Elementary							
Austell Primary(K-2) Elementary							
Awtrey Middle							
Baker Elementary							
Bells Ferry Elementary							
Belmont Hills Elementary							
Big Shanty Elementary							
Birney Elementary							
Blackwell Elementary							
Brown Elementary							
Bryant Intermediate (3-5) Elementary							
Bryant Primary (K-2) Elementary							
Bryant Intermediate (3-5) Elementary							
Bryant Primary (K-2) Elementary							
Bullard Elementary							
Bus Shop - Baker							
Bus Shop - Mars Hill							
Bus Shop - Sanders							
Bus Shop - South Cobb							
Campbell High							
Campbell Middle							
Central Office							
Chalker Elementary							
Cheatham Hill Elementary							
Clarkdale Elementary							

### Cost Proposal Form - Option #1 (3YEAR/FIRM/FIXED PRICE)

The following is a list of current CCSD service sites. Should additional sites be added during the Contract period, pricing for those sites shall be comparable to similar existing sites.

Bandwidth Options - If needed, include  
additional Cost Proposal Forms for more  
Bandwidth Options

Site Name	Bandwidth Option____ (Monthly)	Bandwidth Option____ (Monthly)	Bandwidth Option____ (Monthly)	Backup/ Redundancy Service (Monthly)	Monitoring (monthly)	Maintenance (monthly)	Additional Costs (Please provide description in Comments field)	Comments
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#### E-Rate Ineligible Programs/Locations

Pre-K(Head Start) Program (all locations)

Adult Education Center

#### NOTES:

Please provide pricing for each bandwidth offering noted for each site, be sure to include all pricing elements indicated per site, per month as well as any additional costs associated with the service. For additional costs, please provide a brief explanation in the 'Comments' column.

ALL Pricing must include all labor, materials and equipment, applicable taxes, shipping, and miscellaneous charges that are necessary to provide Cobb County School District with a complete solution to all sites listed above and in Attachment A

Where items ARE NOT eligible for E-Rate discounts, these items should be placed on a SEPARATE price quotation sheet, explicitly labeled "E-Rate Ineligible Items"